

SUBJECT: Information Reporting

COURSE: INTELLIGENCE PRINCIPLES  
AND METHODS

METHOD OF PRESENTATION: Lecture, Discussion  
and Exercise

HOURS: 2

25X1A

INSTRUCTOR: [REDACTED]

OBJECTIVES OF INSTRUCTION:

CONFIDENTIAL

1. To discuss the problems of communication between the field collection agencies and the production offices.
2. To indicate the differences in the problems faced in the reporting of information by the various collection agencies, and the resulting differences in the field report forms which they use.
3. To discuss the problems of source evaluation and content appraisal.
4. To familiarize students with report forms used and to acquaint them with problems of the field reporter in writing useful reports.

SUMMARY OF PRESENTATION:

After a brief discussion of the differences in the collection missions of the Clandestine Services and the Contacts Division/00, a more fully developed consideration of the differences in their reporting procedures is presented, along with a consideration of the problems of State, ONI, G-2, and AFOIN in the reporting field. The types and characteristics of information to be reported are then discussed.

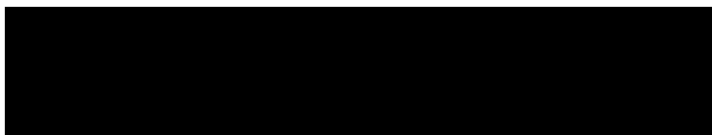
The presentation concludes with a detailed discussion of the various aspects of information report forms used by the several collecting agencies, their methods of evaluation, and an editing exercise in which a raw report and a CS field report form is used. The student completes all the elements of the heading, selects and organizes the pertinent information and decides what comments, if any, are necessary.

SUBJECTS WITH WHICH COORDINATION IS REQUIRED:

Collection, Production, Interview Reporting

REFERENCES:

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OUTLINE

- I. The problems of reporting information from the field are common to all of the agencies having a collection mission. The writing problems are similar, and, therefore, while the reporting procedures of only the CIA field collection offices are considered, it is to be understood that the considerations are equally applicable to other agencies. In general the purposes of the information report from the field are:
  - A. To transmit information accurately.
  - B. To correct and supplement the information by means of comments and references.
  - C. To present the information in a clearly organized, useful form.
  - D. To contribute to an ultimate evaluation of the information by:
    1. Source evaluation.
    2. Field appraisal of content.
- II. The reporting procedures of CS and OO/Contacts are somewhat different because of different collection procedures and different methods of handling sources, but in general the character of the information and writing qualities are the same.
  - A. Character of the information:
    1. It should come within the collection mission. It should be reportable.
    2. It should be relevant.
    3. It should be truthful.
    4. It should be significant.
    5. It should be complete.
  - B. Qualities given to a report by expert writing should include:
    1. Clarity.
    2. Brevity.
    3. Completeness.

SECRET

4. Objectivity.
  5. Accuracy.
  6. Organization.
- C. In addition the following techniques of writing are emphasized:
1. Information reports should be ghost-written. The reporter should not add his own information to that of the source, except by way of a comment.
  2. Short paragraphs and sentences, and simple words should be used.
  3. Sub-headings may be used.
  4. Standard abbreviations only should be used.
- D. The most common errors constantly occurring are:
1. Misspelling of English words.
  2. Failure to be specific.
  3. Failure to "ghost-write."
  4. Failure to write out abbreviations the first time.
  5. Inaccurate choice of geographic names.
- III. The significant elements of the report, aside from the text itself, are:
- A. The heading, which includes:
1. Country, the country or countries with which the report is concerned.
  2. Subject, a brief but specific statement of the content of the report. There may be a multiple subject.
  3. Place Acquired, in Contacts reports, by the described source, and in CS reports by the first controlled source.
  4. Date of Information, the date or dates on which or between which events described in text took place.

5. Date Acquired, same requirements as under Place Acquired.
  6. Source Description, one of the primary ways in which the field reporter can aid in the ultimate evaluation of the text. By giving an indication in a description of the source or the collection process of his reliability, the reporter can help to establish the authenticity of the text. In OO/Contacts reports the source description is more detailed than in CS reports, but in OO/Contacts only a source description is given. In CS reporting, for security reasons, the description of the collection process must of necessity be brief, hence the following items are added:
    - a. Evaluation of the reliability of each person described in the collection process. This is done according to letter scale from A through F and is considered to be definitive.
    - b. Content appraisal on a number basis from 1 through 6. This is tentative only.
- B. Comments, which in the CS reports are in the form of Source Comment by source, or Field Comment by the case officer, and which in Contacts reports are less frequent and are put within brackets in the text of the report.
- IV. No final value judgement of the usefulness of the information is made by either the CS or the Contacts reporter, with the exception of CE information in the clandestine services where they are both the collector and the consumer. The final value judgement is made by the analyst who uses the report. This is also done on a letter-number scale. The letter scale is also A through F, but is not the same as the A through F scale used to evaluate sources on the field report which evaluates the reliability of a source. The second letter scale evaluates degrees of usefulness of information and is not concerned with source. The number scale remains the same, 1 through 6, except that in this second case it is no longer a tentative appraisal of the truth of content, but a more definitive evaluation.
- V. For this lecture copies of report forms of CS and OO/Contacts are distributed so that the students may familiarize themselves with the forms as the lecture progresses.